

**MUNSON-WILLIAMS-PROCTOR ARTS INSTITUTE (MWP AI)\*  
AND  
PrattMWP SECURITY POLICY**

**2013 ANNUAL SECURITY AND FIRE SAFETY REPORT**

**Contacting Security**

The MWP AI Security Department is a service unit dedicated to the protection of life and property and providing a safe campus environment. The Security Department is staffed 365 days per year and 24 hours per day. The main Security Office is located at 1208 State Street. The on campus emergency phone number is extension 4444. This four digit extension must be dialed from an on campus phone. The non-emergency/business phone number for security is extension 2175. To contact security from off campus dial 315-797-0000 and at the prompt enter extension 2175 or 4444 (for an Emergency). Security also has a direct line at 315-724-2670. Campus phones are available in the Student Apartment vestibules, classrooms and hallways. Emergency phones are located on each floor of the residence halls.

The Security Department has New York State Licensed Security officers patrolling the campus, parking lots and campus perimeter as well as making campus building inspections 24 hours a day. From 4:00PM until 8:00AM some of the Security officers are police-trained canine officers that patrol with guard dogs. In addition to the above, the Security Department monitors a network of closed-circuit television cameras which are strategically located throughout the campus.

**Canine Patrol**

The Institute Security Department has two police-trained K-9s and two K-9 handlers on staff. The K-9s are trained to protect their handler while they perform their security duties for the Institute. As they are working police dogs it is necessary that they not be treated as pets. Institute staff and students are not to pet, give treats to or approach the dogs. This is to insure they do not lose their edge and that staff or students do not inadvertently put themselves in a situation the K-9 could interpret as hostile. The dogs and their handlers work at night.

- Do not approach the handler and dog from the rear without indicating your presence.
- Do not run toward or in the vicinity of the dog or handler. The dog may interpret this as a threat.
- Do not throw anything near the dog or approach the dog/handler in an aggressive manner.

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Security and Safety Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and postings at all campus building entrances. Depending on the particular circumstances of the crime, the notice may be sent to all subscribers to the Campus emergency alert system. The Security Department also operates external public address speakers located throughout the campus for Emergency notification.

Anyone with information warranting a timely warning should report the circumstances to the Security Department at 315-797-0000 Extension 4444 or in person at the Security Office Dispatch desk, 1208 State St. at the corner of State and Henry.

*\*-MWP AI -used for Institute wide policies. PrattMWP - used for Pratt specific policies.*

## Disclosure of Crime Statistics

The Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.mwpai.edu/student-life/campus-security/>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus the Student Life Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the MWPAI Security Department designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations and local law enforcement agencies. Counseling and Health Services staff inform their clients of the procedures to report crime to the MWPAI Security Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Each year, an e-mail notification is made to all enrolled students with the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the MWPAI Security Department located at 1208 State St. or by calling (315) 797-0000 Extension 2175.

## 2012 CRIME DATA PRATTMWP

CRIME	ON-CAMPUS			OFF-CAMPUS			STUDENT APTS.			PUBLIC PROP.		
	10	11	12	10	11	12	10	11	12	10	11	12
MURDER	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL OFFENSE	0	1	1	0	0	0	0	1	1	1	1	0
ROBBERY	0	0	0	0	0	0	0	0	0	3	2	2
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	2	5	8
BURGLARY	0	0	0	0	0	0	2	0	2	0	2	4
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	2
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	1	2
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	12	17	23
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	2	2
<b>CAMPUS DISCIPLINE</b>												
LIQUOR LAW VIOLATIONS	6	26	13	0	0	0	6	26	13	0	0	0
DRUG ABUSE VIOLATIONS	1	1	1	0	0	0	5	1	1	0	0	0
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	0	0

1. The Student apartment sex-offenses were both non-forcible sex offenses.
2. New York State Level 3 Sex Offender information available at:  
[http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp)
3. No Hate crimes reported for Calendar years 2010, 2011 or 2012.

### **Public Property areas for the MWPAI/PrattMWP campus are as follows:**

300 Block Westside of Genesee St (Cottage to Plant)	500 Block Henry Street (State to Hart)
1100 and 1200 Blocks of State Street (Cottage to Plant)	500 Block Kirkland Street (State to Hart)
1100 and 1200 Blocks of Hart Street (Cottage to Plant)	500 Block Plant St (State to Hart)
Cottage Pl. from Genesee to Hart St. (10's, 500, 600)	500 Block William Street (State to Hart)
600 Block Tracy St.	

- (1) Crimes that must be reported.
  - (i) Criminal homicide:
    - (A) Murder and non-negligent manslaughter.
    - (B) Negligent manslaughter.
  - (ii) Sex offenses:
    - (A) Forcible sex offenses.
    - (B) Non-forcible sex offenses.
  - (iii) Robbery.
  - (iv) Aggravated assault.
  - (v) Burglary.
  - (vi) Motor vehicle theft.
  - (vii) Arson.
  - (viii) (A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

**How to Report Criminal Offenses**

Contact MWPAI Security Department at 797-0000 Extension -2175 (non-emergencies), or extension 4444 (emergencies only), or by using the Red Emergency telephones located in the Residential Halls. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the MWPAI Security Department. In addition you may report a crime to the following areas:

- 1. **Dean of Enrollment Management and Student Affairs**  
315-797-0000 ext 2183. Administration Building Second Floor
- 2. **Dean of Academic Affairs**  
315-797-0000 ext 2284. Administration Building Second Floor
- 3. **Counseling and Psychological Services**  
315-797-0000 ext 2012, Meeting House, 1124 State St, Second Floor
- 4. **Student Health Center**  
315-797-0000 ext 2230 Student Health Center Lower Level Student Center
- 5. **Human Resources Manager**  
315-797-0000 ext 2108, 1212 State St. First Floor
- 6. **Student Life Director**  
315-797-0000 ext.2183, Meeting House, 1124 State St, Second Floor
- 7. **Residential Life Coordinator**  
315-797-0000 ext.2221, Meeting House, 1124 State St, Second Floor

**For off-campus Emergencies call 911.**

**Off-Campus Conduct**

PrattMWP reserves the right to regulate conduct which affects its particular interests as an academic community. Ordinarily, PrattMWP will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the Institute community, or if such violations occur at an Institute-sponsored activity, or the offense calls into serious question the offender’s membership in the educational community

## **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the PrattMWP Judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Security Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Building Access**

The Student apartments' entrances are locked 24 hours a day, with access granted via a state of the art proximity card access system. All entrance and exit doors are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Classroom buildings are open when classes are in session. During the hours that the school is closed, college buildings are locked and only faculty, staff and students with the proper identification can access the buildings. The main academic buildings are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Facilities, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities, Residence Life, Campus Safety, and Maintenance meet to discuss issues of pressing concern.

## **Building Closing Times**

Due to the various times different buildings must be closed, it is requested that all inquiries be made to the Security Department. All buildings are closed on official school holidays and over breaks.

## **Residence Hall Security and Safety**

PrattMWP is located in an urban environment; therefore, all students must be keenly aware of their own personal safety and security and must contribute to the overall safety and security of all members of the community. PrattMWP's Security Department is located at 1208 State St. The Security Department is available 24 hours a day, 7 days a week. If you experience a security-related problem or need to report an incident, you may do so by calling the Security Department at 797-0000 (x 4444). Security escorts are available by calling ext. 2175. Although 24-hour coverage is provided by the Security Department, each student must be conscious of their personal safety. For example, you are advised not to:

- Walk around the neighborhood/campus alone after dark.
- Leave the door to your room/apartment unlocked, whether or not you are home.
- Carry large amounts of cash.
- Leave personal property alone unattended in public areas.

## **Emergencies**

In case of emergency, call Security from on campus at extension 4444. To report emergencies from your apartment phone you must dial 797-0000 (x 4444). When experiencing a problem which does not necessarily require Security or the Police, you should contact the RA on duty. In case of fire in your room, leave immediately and pull the closest fire pull box as you exit the building. Once you have left the building, call security and give your name, location and type of fire. Each room or apartment is equipped with a smoke detector. Students who tamper in any way with any fire safety equipment, jeopardize their continued residency in PrattMWP Residence Halls. Students who falsely activate a fire alarm will be disciplined.

## **Lockdown and Lockout Procedures**

These lockdown and lockout procedures are established to protect PrattMWP students, faculty, and visitors for threats or emergencies involving gunfire, dangerous intruders and safety hazards. When a lockdown emergency is called, all activity is to cease and all are to find a safe space with the room. No one is to leave that space or open the door for anyone for any reason. When a lockdown warning is issued, students are instructed to follow all directions of Security Officers, faculty members, or administration. When a lockout warning is issued, the main entrance to PrattMWP and MWPAI buildings is locked and only accessible to authorized people. Students, faculty, and administration will be asked to return inside the building. When it is certain that there is no danger, a Security Officer will announce an "All Clear" and normal operations can resume. LOCKDOWN. LOCKOUT AND EVACUATION POSTERS IN ALL CLASSROOMS AND STUDIOS.

## **Identification Cards**

Students are required to make arrangements to have their picture taken for an identification card. It must be carried while on the PrattMWP campus or using PrattMWP facilities. Further, students are required to produce this card when requested by an authorized person, such as security personnel or an administrator/faculty person responsible for a facility. The card will enable them to use all campus facilities and services. Students may be entitled to discounts at student and/or Institute sponsored events and is required for resident and non-resident students to gain access to student apartments. The card serves as identification for the meal plan and must be presented when entering the dining hall.

An I.D. card that has been lost or stolen can be replaced for a \$25 dollar replacement fee. Verification of College status is always required prior to the issuance of an I.D. card. Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified I.D. card will be subject to disciplinary action. Students will not be permitted access into the residence halls without presenting a valid PrattMWP I.D. Lost cards should be reported to the Security Department immediately. Maintaining safe halls is one of the major goals of the Security Department and PrattMWP. Students who fail to show a valid I.D. upon entrance to a residence hall will face judicial action. Lost or stolen identification and/or proximity cards must be reported to Security. A fee of \$25 will be charged for replacement.

## **Keys**

All issued keys remain the property of Munson-Williams-Proctor Arts Institute. Students will sign for keys when they move into their apartments. If students move they must return their keys to the Security Department and sign for the keys to the new apartment. Trading of keys is not allowed and will result in a fine. All lost/stolen keys must be reported to the Security Department immediately. The fee for replacement of a lost or stolen room key is \$5 per key (all issued keys for that core will be replaced) and \$50 per core. The individual who lost the key will be assessed for all keys and cores. The fee for replacement of a lost mailbox key is \$10.00.

## **Key Sign-out**

Students may sign out keys to the studios when the appropriate monitors are available, during designated hours. Keys are not to be transferred to anyone. When signing-out keys students must surrender their apartment keys, they will be returned when the student returns the studio keys. Lost keys will result in a charge for replacement and loss of key sign-out privileges for the semester.

## **Campus Insurance and Liability Policy**

While every effort is made to ensure the safety and security of individuals and their property at PrattMWP, student's property is not covered by an insurance policy that covers losses or accidents sustained. It is important to note that works of art by students are not deemed to be of any monetary value beyond the costs of materials used, which must be properly documented. For this reason, students may want to purchase their own comprehensive insurance (including theft, accident, and personal liability) to protect themselves.

Residential Students, included in your welcome package is a form for you to fill out which lists all your valuable property and the corresponding serial numbers. If you need additional forms they are available at the Security

Department office. This list will be maintained in the security office while you are a dormitory resident. The list should be updated when items are purchased or sold. NOTE: The list is to be used as a tool to assist in the recovery of your property should it be lost or stolen. MWPAI assumes no liability for the property other than that previously specified in your housing agreement and the residence hall handbook.

### **Lost and Found**

The Security Department is responsible for the administration and functioning of MWPAI's Lost and Found program. All items of value found on the Utica Campus should be turned into the Security Department 1208 State St. or to a Security Officer. Security can be reached at ext. 2175. The individual should provide the date, time and location the property was found.

#### **Items valued at under \$100**

- If the items have identifying marks and/or information, the Security Department will attempt to contact the owner. If the owner cannot be located within (90) ninety days, the property will be given to charity. If the Security Department has available storage space the items will remain in the Security Department, 1208 State St., until the end of the academic year. There is no guarantee the items will remain longer than the 90 days.
- Clothing, shoes, umbrellas fall into the under \$100 category.

#### **Items with a value over \$100**

- If the items have identifying marks and/or information the Security Department will attempt to contact the owner, and will check to make sure the item has not been reported stolen. All items will be disposed of in accordance with New York State Law.
- Purses, wallets, checkbooks, bicycles and computers generally fall into this category.

### **Locating Lost items**

Contact Security at ext. 2175 or stop by 1208 State St. If you have lost an item and it has not been turned in to Security, the information will be logged in case the item is turned in at a later date.

### **Weapons**

The possession of any dangerous instrument on campus is prohibited. These include, but are not limited to, any gun, rifle, pistol or other firearm (whether operable or inoperable, loaded or unloaded), dynamite cartridge, bomb, grenade, mine, incendiary or explosive device, BB gun, air rifle, air pistol, firecracker, knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, "nun-chucks", razor and razor blades (except solely for personal shaving) or any device which may readily be used as a weapon or to inflict or cause harm to any person or structure. Likewise, metal darts, dartboards and laser pointers are prohibited as well. **(Prohibited items will be confiscated by Security and not returned).** Any resident found in violation will be subject to disciplinary action and possible legal action, as well. Disciplinary action may include immediate removal from the residence hall and loss of all housing privileges.

### **Campus Parking Policy**

The MWPAI campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the college. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods. Any questions pertaining to the regulations must be directed to the Security Department, as we are not responsible for information given out by others. All motor vehicles to be parked on campus must be registered with the Security Department and properly display a current permit. Parking permits cost \$120 annually. The expiration date is located on the permit application. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on-campus and is clearly visible. All updates of vehicle registrations must be reported to Security. Motorcycles are subject to the same regulations as other vehicles. Parking areas designated for parking, as established by the regulations of this college, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal. **Lock your vehicle and conceal all valuables. The college assumes no responsibility for vehicles or their contents on campus property.**

Any incident must be reported to the Security Department immediately. Parking violations are issued when necessary. Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner's expense. Student transcripts, diplomas, and re-registration will be held until all financial obligations have been resolved by the Security Department. Vehicles without permits displayed so they can be easily viewed by officers may be booted without notice. All permit holders will be responsible for their permit number regardless in what vehicle it is displayed. There is a \$25 replacement fee for lost permits.

**For complete rules and regulations see the "Parking and Traffic Handbook" available in the Security Office. A copy will be provided to all students when they register their vehicle. Fines are payable in the Security Office Monday to Friday 9:30 a.m. to 3 p.m. cash or check. Fines may be charged to the student's account.**

### **Campus Law Enforcement Authority**

Munson-Williams-Proctor Arts Institute (MWPPI) Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MWPPI. MWPPI security officers have the authority to issue parking tickets, which are billed to financial accounts of students. MWPPI Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Office at MWPPI maintains a highly professional working relationship with the Utica Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The MWPPI Security Department maintains a close working relationship with the Utica Police Department (UPD). The officers of MWPPI and UPD communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between MWPPI and UPD.

### **Accurate and Prompt Crime Reporting**

If a crime or emergency occurs on campus call Security at Extension 4444 from any on-campus phone. Dispatchers are available at this telephone number 24 hours a day to answer your call. In response to a call, MWPPI Security will take the required action, dispatching an officer or asking the victim to report to the Security Office to file an incident report. Incident reports are forwarded to the Student Life Director office for review and potential action by Student Judicial Services. If assistance is required from the Utica Police Department or the Utica Fire Department, (UFD) MWPPI Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including MWPPI Security, will offer the victim a wide variety of services.

The Student Handbook contains information about on-campus and off campus resources. That information is made available to provide the MWPPI community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for MWPPI. Crimes should be reported to the MWPPI Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the YWCA Rape Crisis Center would not be included in the MWPPI crime statistics.

### **Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Federal rulemaking committee defines counselors as:

***Pastoral Counselor***

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

***Professional Counselor***

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

**Security Awareness Programs for Students and Employees**

During orientation in August students are informed of services offered by the MWPAI Security Department. Video and PowerPoint presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness e-mails, security alert posters, displays, videos, and articles. When time is of the essence, information is released to the Institute community through security alerts posted prominently throughout campus, through computer memos sent over the Institutes electronic mail system and a voice broadcasting system.

**Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act", the "Jeanne Clery Act" and the "Family Educational Rights and Privacy Act of 1974", the MWPAI Security Department is providing a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The New York State Division of Criminal Justice Services is responsible for maintaining this registry. Follow the link below to access the NYS DCJS website. [http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp)

**Munson-Williams-Proctor Arts Institute and PrattMWP are in Utica, NY Zip Code 13502. To access records for the rest of the City of Utica use zip code 13501.**

**Anyone who uses this information to injure, harass, or commit a criminal act against any person may be subject to criminal prosecution.**

**Missing Student Notification Policy and Procedures**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify MWPAI Security Department at 315-797-00000 ext-4444. MWPAI will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by MWPAI/PrattMWP in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, MWPAI/PrattMWP will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the PrattMWP Student Life Office. A student's confidential contact information will be accessible only by authorized campus



officials and law enforcement in the course of the investigation. After investigating a missing person report, should MWPAI Security Department determine that the student has been missing for 24 hours, MWPAI/PrattMWP will notify UPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, MWPAI/PrattMWP will notify the student's parent or legal guardian immediately after MWPAI Security Department has determined that the student has been missing for 24 hours.

## **FIRE SAFETY**

### **Student Housing Evacuation in the Case of a Fire**

In the event of a fire, PrattMWP expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system, if the system has not already sounded, as they leave. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, PrattMWP policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees, except Facilities Staff, in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm, if necessary as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building. Emergency evacuation plans are posted in every residence hall suite, classroom and studio.

### **Fire Drills**

Fire drills are conducted throughout the year in all campus buildings (student apartments, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Evacuate the building immediately if you hear a fire alarm.

### **JANUARY-DECEMBER 2012**

#### **4 FIRE DRILLS WERE CONDUCTED IN EACH OF THE THREE RESIDENCE HALLS**

### **Fire Safety Education and Training Programs Provided to Students and Employees**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Fire safety education and training programs are taught by local fire authorities as well as the Security and Safety Director who is experienced in fire safety matters. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location. They are to remain in that location so that the Residence Life Coordinator, Graduate Resident Assistant or Resident Assistant has documented that the student has left the building.

### **Person or Organization to Whom Students and Employees Should Report That a Fire Occurred**

Per federal law, MWPAI/PrattMWP is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the MWPAI Security Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

MWPAI Security Department (315) 797-0000 extension 2175

Student Life Office (315) 797-0000 extension 2183

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## **Decorations**

We ask that all students refrain from posting pornographic material or other material that could possibly offend others including, but not limited to, references pertaining to race, religion, sexual orientation and ethnicity. Live, cut Christmas trees are prohibited. String lights are prohibited due to fire safety requirements. Candles or any other open flame items such as sterno or oil lamps are forbidden.

## **Window Decorations**

No window coverings may be placed over the window. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc., may not be used to cover windows. Residents are prohibited from installing any blinds or curtains. Decorative lights, such as Christmas lights, party lights are prohibited.

## **Electrical Appliances**

New York State Dormitory fire code prohibits the use of decorative lighting including Christmas lights, party lights, or similar mini-bulb string lighting; the use of lamps without UL approval or covered by decorative shades, the use of extension cords; and the connecting together or “daisy-chaining” of multiple power strips. Appropriate UL approved power strips with surge protectors are permitted. Students are reminded to avoid placing any cords, including computer and television cable under area rugs or overloading any one electrical outlet. We also ask students to consider using energy efficient fluorescent light bulbs in lamps. For a complete list of approved electrical appliances please refer to your *Residence Hall Housing License*.

**OPEN FLAME(S) AND SMOKING ARE PROHIBITED IN ALL INSTITUTE BUILDINGS.**

## **Fire Safety Sanctions**

### **Covering Any Fire or Smoke Detection Device or Carbon Monoxide Detector (CO2)**

#### **First Offense:**

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution charges for damage to equipment or property
- An educational component

#### **Second Offense:**

- Immediate removal from the Residence Halls
- Potential for removal from PrattMWP
- Minimum of a \$1,000 fine per responsible student
- Restitution for damage to equipment or property
- Potential for the case to be handed over to the Utica City Fire Department and Utica City Police Department

### **Tampering with Sprinklers, Pull Stations, Fire Equipment, Carbon Monoxide Detectors**

#### **Each Offense:**

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution for any damage to equipment or property
- An educational component

### **Obstructing, Tampering With or Inappropriate Use of Emergency Fire Exits or Emergency Phones**

#### **Each Offense:**

- Immediate Social Discipline Probation
- Minimum \$500 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

### **Inappropriate Discharge of Fire Extinguishers**

#### **Each Offense:**

- Immediate Social Discipline Probation
- Minimum \$250 fine per responsible student
- Replacement/Refill charge for each discharged extinguisher
- All associated cleaning charges
- Restitution for damage to equipment or property
- An educational component

### **Causing an Avoidable Fire Alarm**

#### **Each Offense**

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

### **Burning, Open Flame, or Smoking Within Residence Hall**

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

## **JEANNE CLERY ACT & NEW YORK STATE KERRY ROSE FIRE SPRINKLER NOTIFICATION ACT**

### **1229 Hart St.**

- Wet sprinkler throughout the entire building. Including suites, bedrooms, mechanical rooms, stairwells and hallways. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Sounder bases on all smoke detectors.
- All building doors are fire rated. Hallway and stairwell doors close automatically when an alarm signal is received.
- Carbon Monoxide detectors are installed in all bedrooms.
- Stairwells and elevator have automatic smoke hatches
- Fire alarm panel annunciates to Security.

### **512 Plant St.**

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Hallway doors are fire- rated and close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security.

## 16 Cottage Place

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement.
- Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Horn Strobes in each suite.
- All building doors are fire rated.
- Hallway doors close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security

### **RESIDENCE HALL FIRE ALARM STATISTICS**

#### **Statistics For On Campus Student Resident Facilities**

2010	CAUSES													Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
	System Trouble	Cooking	Cigarette type smoke	Unknown	Oth0 erResponses	sprinkler set off by resident not fire	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL			
On-Campus Student Housing Facilities																
1229 Hart St	1	3	0	0	0	0	0	0	0	0	0	0	4	0	0	\$0.00
512 Plant St.	0	1	0	2	2	0	0	0	1	0	0	0	6	0	0	0
16 Cottage Place	1	0	0	4	0	0	0	0	1	0	0	0	6	0	0	0
<b>ALARM TOTAL</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>			

### Statistics For On Campus Student Resident Facilities

2011	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Fire sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL	Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
1229 Hart St	0	6	0	1	1	0	0	0	0	0	0	0	8	0	0	\$0.00
512 Plant St.	1	0	0	6	1	0	0	0	2	1	0	0	11	0	0	0
16 Cottage Place	1	1	0	0	1	0	0	0	1	0	0	0	4	0	0	0
<b>ALARM TOTAL</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>23</b>			

### Statistics For On Campus Student Resident Facilities

2012	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Fire sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL	Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
1229 Hart St	0	3	0	2	0	0	0	0	0	0	0	0	5	0	0	\$100.00
512 Plant St.	1	0	2	3	0	0	0	0	2	0	0	0	8	0	0	0
16 Cottage Place	0	0	0	4	0	0	0	0	0	0	0	0	4	0	0	0
<b>ALARM TOTAL</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>			

Property Damage: 1 Microwave oven.

**Additional resources and references:**

**1. Munson-Williams-Proctor Arts Institute- Emergency Action Plan-**

- Hard copies available in the Security Office or
- <http://www.mwpai.org/staff-information/security/>

**2. Munson-Williams-Proctor Arts Institute- Emergency Action Plan Flip Chart and Lockdown, Lockout, Evacuation procedures posted in all classrooms and studios**

**3. Parking and Traffic Handbook-**

- Hard copies available in the Security Office or
- <http://www.mwpai.org/staff-information/security/>

**4. PrattMWP Residence Hall housing License- See the Student Life Director, Meeting House 1124 State St, 2<sup>nd</sup> Floor.**

**For additional information, questions or copies of this report contact:**

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